

**KARNES/WILSON JUVENILE PROBATION DEPARTMENT
JOB DESCRIPTION**

**JJAEP SUBSTITUTE TEACHER
JJAEP TUTOR**

JJAEP SUBSTITUTE TEACHER: To fill in as teacher and instruct students as needed. To implement appropriate curriculums or online programs that students are enrolled in.

JJAEP TUTOR: To assist the Teacher of the JJAEP with tutoring of the students

JOB FUNCTIONS:

- Instruct/Assist required subjects under TEA guidelines, JJAEP Standards, and Floresville ISD procedures.
- Participate when available or by written documentation the progress of student's education as a member of the Interdisciplinary Team.
- Uphold positive public relations.
- Practice positive office morale, communicate with co-workers, and assist co-workers as needed.
- Abide by and practice Code of Ethics (TJJJD standard 345.100).
- Cooperate with in-house Department programs.

QUALIFICATIONS:

- Good Moral Character.
- Bachelor's degree preferred by a college or university accredited and recognized by the Texas Higher Education Coordinating Board is preferred.
- Experience tutoring within the course assisting is required.

Substitute Teacher/Tutor Date

JJAEP Teacher Date

JJAEP Administrator Date

